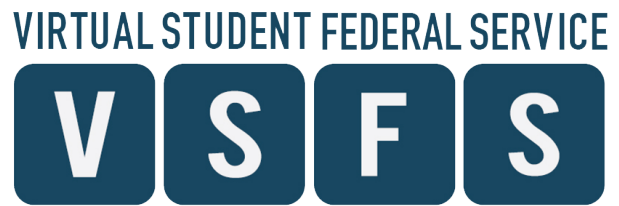


Inclusive Workplace Communications Assistant



Project Title	Inclusive Workplace Communications Assistant
Project Summary	Help develop and share resources with National Park Service employees to create a positive and inclusive work environment!
Country	United States

Project Description

The National Park Service Intermountain Region Youth and Volunteer Programs Office (located in Denver, CO) works with NPS sites in Montana, Utah, Wyoming, Arizona, Colorado, New Mexico, Oklahoma, and Texas.

Projects will include researching topics such as implicit bias, civil workplace, and cross-generational communication and then developing resources on these topics to be shared widely with NPS employees. We would like to provide concise summaries, toolkits, infographics, and short articles (for email blasts or newsletters) that include practical skills and tools for building a more inclusive workplace across the National Park Service. We are also very open to developing a project that focuses on the intersection between the NPS and the interns' individual interests.

Required Skills or Interests

Skill(s)

Editing and proofreading

Graphic design

Infographic design

Research

Storytelling/blogging/vlogging

Writing

Additional Information

Qualifications:

Undergraduate, graduate student, or recent graduate

Strong writing, design and communication skills

Proficient in all standard computer applications: Microsoft Office Suite, Adobe Acrobat, and Adobe Creative Suite (InDesign, Photoshop, Illustrator)

Ability to manage time, prioritize, and multitask in a dynamic environment where no two days are the same

Must be creative, and have the desire to innovate

Sense of humor and interest in making the workplace fun are required

Open to all majors.

Language Requirements

None